



Transportation Enhancements

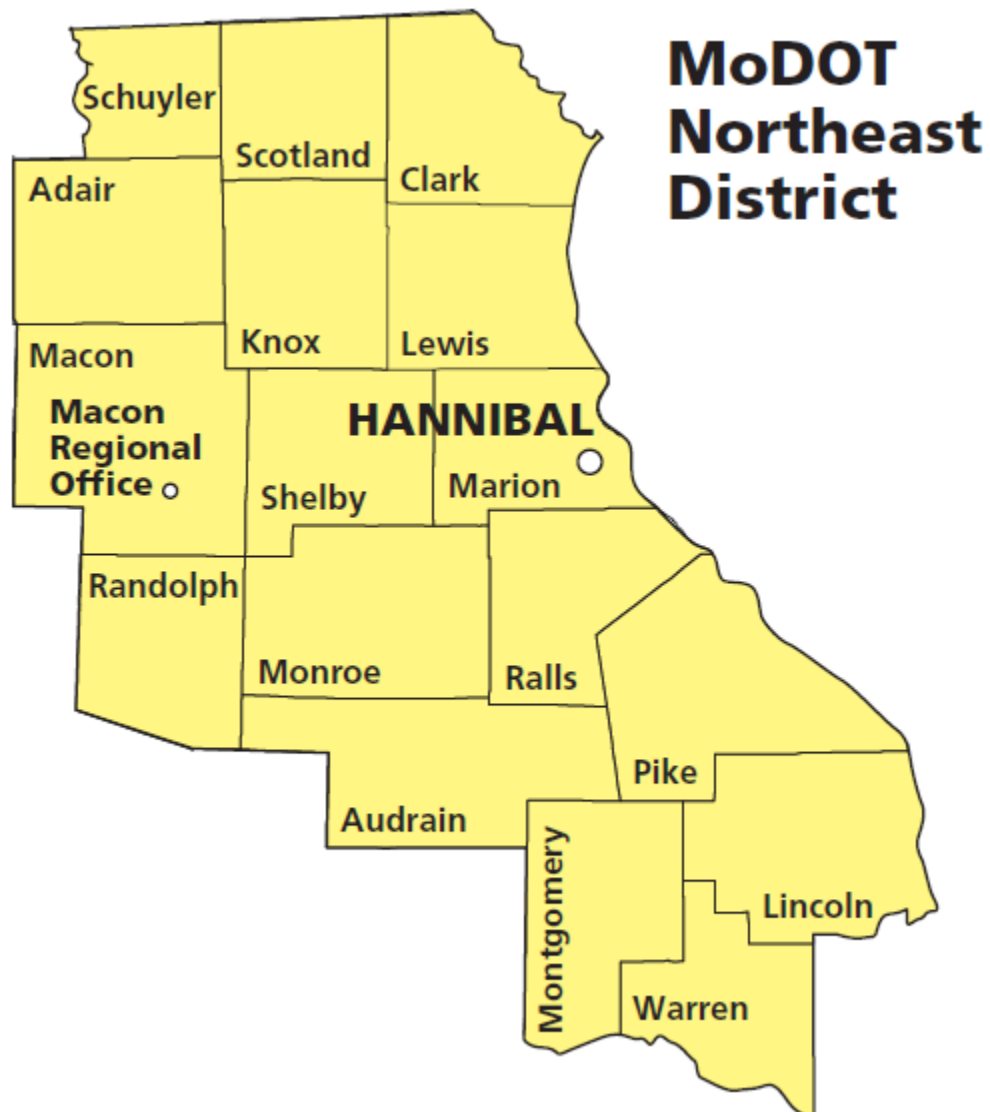


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A Guide to Transportation Enhancements

Missouri Department of Transportation
August 2012

Congress created the Transportation Enhancement Program in 1991. The program required each state to reserve 10 percent of its Federal Surface Transportation Program funds annually for designated Transportation Enhancement activities to ensure transportation spending supports more than just roads.

Transportation Enhancement funds are available to develop a variety of project types, that are located in both rural and urban communities. The projects help create more travel choices by providing funding to construct sidewalks, bike lanes and to convert abandoned railroad rights of way to trails. Communities may also use the Transportation Enhancement Program to revitalize local regional economies by restoring historic buildings, renovating streetscapes or providing visitor centers.

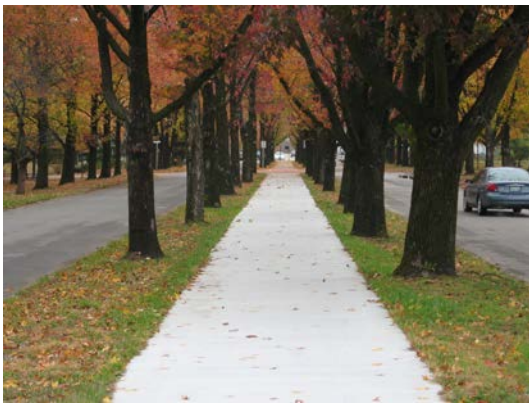
This guide will help an applicant through the application process. It provides tips for meeting state and federal requirements, and explains how a project progresses from start to finish.

Transportation Enhancement Activities

There are 11 possible Transportation Enhancement activities, which have been grouped into three categories by common characteristics. The following list of Enhancement activities includes examples of each type of project. This list of projects is not comprehensive, but offers examples of how Transportation Enhancement funding can be used. Although the federal government provides guidance and ensures compliance, states are responsible for selecting their own enhancement projects. To discuss specific eligibility guidelines, contact the local coordinator for the applicant's area identified on page 24 of this document or view www.enhancements.org on the Internet.

Bicycle and Pedestrian Group

Pedestrian and Bicycle Facilities: This category provides funding for new or reconstructed sidewalks, walkways, curb ramps, bike-lane striping, wide paved shoulders, bike parking, bus racks, off-road trails, bike and pedestrian bridges and underpasses.



City of St. James Hiking and Biking Path
City of St. James

The city of St. James Path consists of 10,520 feet of bicycle and pedestrian path, 5,055 feet of new curb and 75 curb ramps. This project allows bicyclists and pedestrian's access to commonly used community facilities. Bicycle and pedestrian facilities must adhere to the American Association of State Highway and Transportation Officials (AASHTO) standards unless a design variance is granted.

Pedestrian and Bicycle Safety and Education Activities: These programs are designed to encourage walking and bicycling by providing education and safety instruction to potential users through classes, pamphlets, law enforcement and signage.



Missouri River Bridge
MoDOT
Jefferson City

Providing Share the Road signs is an example of a project that can be funded under this category. This project provided Share the Road signs, bike-safe grates and roadway striping for a bike lane on the Missouri River Bridge in Jefferson City.

Conversion of Abandoned Railway Corridors to Trails: This category provides funding for acquiring railroad rights-of-way; planning, designing and constructing multi-use trails; and developing rail-with-trail projects.



Urban Trail Corridor – Phase 7
City of St. Joseph

The St. Joseph Urban Trail is located on the historic Chicago and Rock Island Railroad corridor, connecting 9.2 miles of the St. Joseph Parkway System. This project converted the unutilized railway corridor to a bicycle and pedestrian facility that provides an east-west link to existing trails and sidewalks within the city of St. Joseph.

Scenic and Natural Resources Group

Scenic or Historic Highway Programs Including Tourist and Welcome Centers: This category provides funding for the construction of turnouts, overlooks, visitor centers, viewing areas and designation signs and markers.



Lewis and Clark Historical Marker Signs
MoDOT statewide project
Charleston

The Lewis and Clark Historical Marker signs project provided signs commemorating the bicentennial of the Lewis and Clark Expedition.

Acquisition of Scenic or Historic Easements and Sites: This category provides funding for acquiring scenic land easements, vistas and landscapes, purchasing buildings in historic districts or historic properties and preserving farmland.



Acquisition of the Rice-Tremonti House
City of Raytown

The Rice-Tremonti House property is located along the historic routes of the Santa Fe, Oregon and California trails. It is located in the city of Raytown at the intersection of 66th Street and Blue Ridge Cutoff (Old Santa Fe Road). This project acquired, preserved and provided public access to a 3.6-acre historic site and associated buildings, located on the primary route of these three nationally significant historic trails. This project made an historic site available to the public in perpetuity. The city permanently owns, maintains and operates the property as a public park.

Landscaping and Scenic Beautification: This category provides funding for improvements such as street furniture, lighting and public art, and landscaping along streets, historic highways, trails, interstates, waterfronts and gateways.



Delmar Community Pathway
City of St. Louis

The project consists of seven icon poles that include a series of art elements. Four of the poles contain recognizable images from the Delmar Loop rendered in glazed ceramic. The other three poles consist of ceramic cylinders with geometric patterns. On top of each ceramic stack is a light shade made of translucent fiberglass that conceals a 120-volt light.

Control and Removal of Outdoor Advertising: This category provides funding for billboard inventories or removal of illegal and nonconforming billboards.



Billboard Baseline Inventory
MoDOT
Jefferson City

The project provided the equipment needed to create a billboard baseline inventory. The inventory will be updated periodically, and will be used to control outdoor advertising.

Environmental Mitigation of Runoff Pollution and Provision of Wildlife Connectivity: This category provides funding for runoff pollution studies, soil erosion controls, detention and sediment basins, river clean-ups and wildlife crossings.



Upper Jordan Creek Greenway
City of Springfield

The Upper Jordan Creek Greenway Project develops land purchased by the city of Springfield for stormwater improvements. This project makes improvements to the water collection facility in order to help prevent erosion and pollution in the creek. It includes the naturalization of the current concreted channel and the upgrading of four box culverts. It also includes 5,000 feet of asphalt trail for bicycles and pedestrians. This project connects two parks, neighborhoods, schools, colleges and businesses. It also creates a link under Chestnut Expressway and to the downtown Jordan Valley Park area.

Historic and Archeological Group

Historic Preservation: This category provides funding for preservation of buildings and facades in historic districts, restoration and reuse of historic buildings for transportation-related purposes and pedestrian access improvements to historic sites and buildings.



Hannibal Mark Twain Area
Restoration Project
City of Hannibal

The Hannibal Mark Twain Area Restoration Project provides historic lighting on approximately seven blocks of Broadway Street in Hannibal. This project is part of the Hannibal Mississippi River Front Master Plan adopted by the city of Hannibal in May 1995.

Rehabilitation and Operation of Historic Transportation Buildings, Structures or

Facilities: This category supports the restoration of railroad depots, bus stations and lighthouses and the rehabilitation of rail trestles, tunnels and bridges.



Restoration of the Old Appleton Bridge
Village of Old Appleton

The Village of Old Appleton Pedestrian and Bicycle Bridge Project restores this bridge constructed in 1879 by H. W. Sebastian and Company of St. Louis. A record flood washed the bridge off its piers and over the milldam in 1982. This project restores and remounts the bridge on higher pilings and makes the crossing accessible to bicyclists, pedestrians and equestrians. This project will improve the safety of the Lower Mississippi Delta Trail.

Archaeological Planning and Research: This category helps fund research, preservation planning and interpretation; developing interpretive signs, exhibits and guides; and inventories and surveys.

Although Missouri has not funded a project in this category, possible projects could include archeological investigations providing historical insight into the development and evolution of the early transportation networks in the United States.

Project Eligibility Requirements

To sponsor a Transportation Enhancement project, an applicant must follow the state and federal rules for using federal funds. The state and federal guidelines for these projects can be found in the [Local Public Agency Manual](#) and the Code of Federal Regulations, respectively. A Transportation Enhancement project must adhere to the following guidelines. Local committees can apply tighter guidelines at their discretion. Please contact the appropriate district staff listed on page 24 of this guide for more information.

- Meet at least one of the 11 Transportation Enhancement activities
- Have a direct relationship to an intermodal transportation system in terms of function, proximity or impact
- Involve activities that are over and above normal transportation practice
- Provide public access for at least 25 years
 - The property must be either owned by the project sponsor or involve a permanent lease
- Have a project maintenance plan for at least 25 years
- Be sponsored by a local government or public agency
 - If the applicant is a state or federal agency, then the applicant must include a resolution from the local governing councils or commissions supporting the project
- Meet the minimum project size of \$50,000 in federal funding for enhancement projects
- Provide a local match of at least 20 percent of the total project cost or the minimum required by your local committee
- The minimum total project cost is \$62,500. This includes the \$50,000 in federal funds and \$12,500 in local match, assuming that a 20 percent match is required
- There is no maximum total project cost limit.
- Be governed by the [Local Public Agency Manual](#), and other design guidance adopted by the local committees

Important Information for Applicant

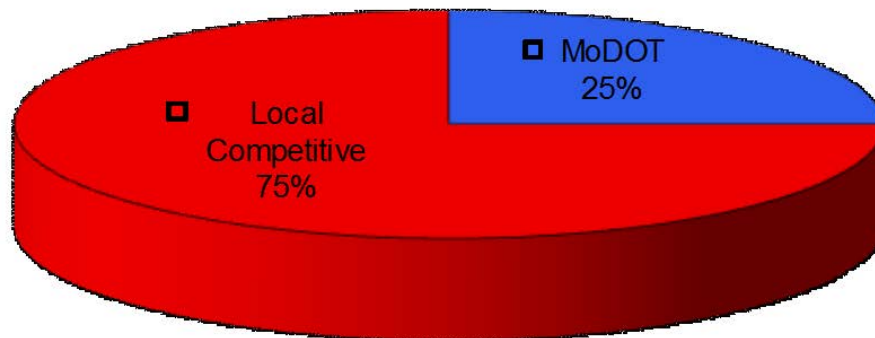
Project sponsors should keep in mind the following:

- This program **reimburses** the project sponsor for costs incurred. It does not provide money up front.
- Project sponsors must have a qualified person of responsible charge that administers the project. Qualification of sponsor personnel can be obtained by attending a 4-hour LPA Basic Training course provided by MoDOT.
- The funds allocated to a project are fixed. The project sponsor must pay all costs incurred in excess the funding allocated to the project. Therefore, it is important to develop a good estimate for the project application.
- All projects will go through a competitive bid process for the construction.
- One application will be accepted per political sub-division, and the project must be owned, operated and maintained by the applicant.
- Consultants that complete the project application for **free** are not eligible for the design or inspection of the project. Consultants must be paid at a fair market value for all preliminary work to complete the application to be eligible for the next phase of the project.

Project Selection

To encourage public involvement in transportation planning, there is a competitive selection process for Transportation Enhancement funds distributed to Local Public Agencies.

Missouri Distribution of Enhancement Funding



Twenty five percent of the allocation will be provided to MoDOT. These funds will focus on MoDOT's ADA Transition Plan, with the provision that other high priority statewide significant projects could be funded as necessary.

The remaining 75 percent of the funds are distributed to the Transportation Management Areas (TMA) and MoDOT districts based on relative population. TMAs are metropolitan planning organizations for areas with a population greater than 200,000. Each TMA has developed its own process for project selection. Currently, Missouri has three TMAs (EWGCOG – St. Louis area, MARC – Kansas City area, and OTO – Springfield area). Outside the TMAs, each MoDOT district will identify a local selection committee.

The local selection committees will be able to set aside funds for emerging needs. The committees have the authority to decide the amount withheld for emerging needs. The committees also have the authority to determine the maximum project size and others factors.

Funding Distribution

Selection Process	% Population	FY2012 & FY2013
MoDOT (25%)		\$10.000 Million
Local (75%)		\$30.000 Million
St. Louis (EWGCOG)	34.68%	\$10.404 Million
Kansas City (MARC)	17.78%	\$5.334 Million
Springfield (OTO)	4.62%	\$1.386 Million
NW District	4.92%	\$1.476 Million
NE District	4.84%	\$1.452 Million
KC District	3.00%	\$0.900 Million
CD District	10.39%	\$3.117 Million
SW District	9.93%	\$2.979 Million
SE District	9.84%	\$2.952 Million
Total	100.00%	\$40.000 Million

The population data used in the distribution of funding is based on the 2000 census. The next revision to the population data will come from the 2010 census for FY 2014 funding.

The local application process steps are as follows:

1. Solicit for project applications.

The application included in this guide shall be used for the local process.

2. Applications will be reviewed and rated by the district selection committee. Funding will be applied to the projects selected by the committee. In the event the project cost exceeds the available funding the applicant will have the option to (1) fund the unfunded amount, or (2) remove the project from consideration.

The local committee membership will be diverse. It will consist of six members.

The local committee will include one representative from each of the three Regional Planning Commissions (RPC) in the Northeast District and one at-large member from each RPC area.

The statewide committee will include the Missouri Department of Transportation, Department of Natural Resources, Department of Tourism, Department of Conservation, Economic Development, and the Federal Highway Administration.

3. MoDOT staff will notify the applicant of the committee's decision.

Reasonable Progress Requirement

There is a reasonable progress policy for 2012 Transportation Enhancement projects administered by MoDOT. This policy has two objectives: (1) ensure that federal funds will be programmed for a project within one year of the funds being allocated by MoDOT; and (2) ensure that once a project is programmed it will be built or implemented. These two objectives will allow the state and its citizens to get the maximum benefit from its federal Transportation Enhancement funds. A copy of the Reasonable Progress Policy is provided on pages 25 and 26 of this document. The Reasonable Progress Policy is a general policy which addresses several pass-through federal funding programs.

Work by Local Forces

For some projects, due to their nature, size, or special considerations, it may be desirable for the LPA to use its own resources rather than a contractor or consultant. The federal requirement for use of local work varies depending on the type of service or work being provided by the LPA. [EPG 136.3.12](#) includes guidelines and procedures to receive federal-aid reimbursement for the costs related to services or work completed by the LPA. One hundred percent (100%) construction work by local forces is not allowed for 2012 TE projects. Even partial construction work by local forces will only be allowed in very rare cases.

Any participation of federal-aid for work by local forces must be pre-approved by MoDOT and FHWA. Any funds spent or work completed prior to obligation of funds, FHWA authorization, will not be reimbursable! If the LPA's work by local forces proposal is not approved, the sponsor will still be expected to deliver the project or pay back any federal funds expended up to that point in the project.

Application Instructions

The application, application deadline information and corresponding guidance are available from the MoDOT NE District, the MoDOT Central Office in Jefferson City or on the MoDOT website at http://www.modot.mo.gov/business/consultant_resources/2012TESRTSCallforProjects.htm. **All applications must be postmarked or sent electronically by close of business on the designated application deadline day.** (MoDOT NE District contact information is located on page 24.)

- The following application is a fillable pdf form.
- Submit the application and all attachments electronically OR submit ten (10) hard copies, to the appropriate district contact.
- If submitting hard copies, project applications are to be stapled in the upper left hand corner. Do not use covers, binders, tabs, or any other device.

Tips for successful applications --

- Have a realistic completion plan
- Plan for cost increases and inflation
- Plan for long-term maintenance
- Check and double-check application for completeness and accuracy
- Be creative
- Provide photographs of the proposed project location
- Determine if the project complies or conflicts with MoDOT's Long-Range Transportation Plan and Statewide Transportation Improvement Program, and any Local or Regional Long Range Plan or Transportation Implementation Program
- Review all of the scoring procedures, and answer all questions

TRANSPORTATION ENHANCEMENT FUNDS PROGRAM APPLICATION



STP # _____ (to be assigned by MoDOT)

Application Date: _____

Date Approved: _____

A. PROJECT SPONSOR INFORMATION

First Sponsor Name: _____

Contact Person: _____

Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Second Sponsor Name (if applicable): _____

Contact Person: _____

Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

B. BASIC PROJECT INFORMATION

Project Title: _____

Project Description: _____

District: _____ County: _____

Will the project be open to the public for at least 25 years? ☐ Yes ☐ No

Will a fee be charged for public access? If yes, how much? _____ ☐ Yes ☐ No

If yes, explain how the fees charged will be used.

C. PROJECT LOCATION INFORMATION

1. Where is the project located? Attach a map no larger than 8 ½ inches by 11 inches.

2. Please check the appropriate box for each question.

- Is the project a component or extension of a previously awarded transportation enhancement project?
If so, give the project #: STP-_____ ☐ Yes ☐ No
- Does all right of way necessary for the project fall within public ownership or lease? ☐ Yes ☐ No
- Does the project sponsor own the right of way? ☐ Yes ☐ No
- If no, does the applicant have an option on the property executable within one year of application? ☐ Yes ☐ No
- Have utilities been cleared or considered for the project? ☐ Yes ☐ No
- If right of way acquisition is necessary, is the applicant willing to exercise condemnation authority to acquire? ☐ Yes ☐ No
- Does the applicant have any uncompleted enhancement projects outstanding? If so, year selected _____ ☐ Yes ☐ No

D. ENHANCEMENT CATEGORIES BY GROUP

Check all that apply. A project may overlap groups.

1. Bicycle and Pedestrian Group

- ☐ Transportation facilities for pedestrians and bicycles
- ☐ Safety and educational activities for pedestrians and bicyclists
- ☐ Preservation of abandoned railway corridors, including conservation and use thereof for pedestrian and bicycle trails

2. Scenic and Natural Resources Group

- ☐ Scenic and/or historic highway programs, including the provision of tourist and welcome centers
- ☐ Acquisition of scenic easements and scenic or historic sites including historic battlefields
- ☐ Landscaping and other scenic beautification
- ☐ Control and removal of outdoor advertising
- ☐ Mitigation of water pollution due to highway runoff, including projects that reduce vehicle-caused wildlife mortality, while maintaining habitat connectivity

3. Historic and Archeological Group

- ☐ Historic preservation
- ☐ Rehabilitation and operation of historic transportation buildings, structures or facilities
- ☐ Archaeological planning and research

E. PROJECT DESCRIPTION

Please provide a concise overview of the project. Include major components such as project width, length and material types. Include the cause of the need and a description of existing facilities. Deferred maintenance is not a legitimate cause of need. Identify any environmental or cultural resource considerations. Describe the project's link to surface transportation. Drawings no larger than 8 ½ inches by 11 inches may be attached to the back of this application.

*ADDITIONAL INSTRUCTIONS: The project description provides a concise overview of the proposal. Describe the overall concept of the project. Include major components such as width, length and material types. Other items to note include creative or innovative designs, safety features, maintenance standards or unique features. **All applicants are required by law to comply with the Americans with Disabilities Act (ADA) of 1990.** Applicant must refer to the Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act Accessibility Guidelines (ADAAG) for complete details on making the project accessible (if applicable).*

The applicant is required to also follow any state and local accessibility codes. Drawings no larger than 8 ½ inches by 11 inches may be attached.

All projects funded through the Transportation Enhancements Program must have a link to the surface transportation system – highways and roads, railroads and bicycle or pedestrian facilities. Surface transportation includes transport by both land and water. Transport by water encompasses features such as canals, lighthouses, and docks or piers connecting to ferry operations.

A project must have a strong link to surface transportation in order to adequately compete for this funding. The relationship that the project has to surface transportation may be a combination of function, proximity and/or impact.

- *Function – The project will serve as a functional part of the transportation system; for example, the construction of bicycle and pedestrian facilities.*
- *Proximity – The project is located within the immediate vicinity of the transportation system and may be visible to the general public, such as the acquisition of scenic easements or landscaping. Proximity alone is not enough to establish the relationship to surface transportation. For example, a hotel located adjacent to a state highway would not automatically be eligible to receive enhancement funds just because it is located within the view of the highway.*
- *Impact – The project has a physical impact on the transportation system, such as retrofitting an existing highway by creating a wetland to filter runoff from the highway. In this example, the enhancement funds would be used to mitigate the pollution from the runoff. Projects with this type of transportation relationship are usually associated with ongoing or planned highway projects.*

F. GENERAL COST ESTIMATE

List the cost of the applicant's project components in the table provided below. Not all budget categories may apply to all projects. Transportation enhancement funds can reimburse up to 80 percent of the total project cost. Non-federal matching funds may come from the applicant's resources or from a third-party donation to the applicant for cash, materials or labor. The minimum federal share request is \$50,000. (Tip: Add the rows across, and then add the columns down. Both sums should be the same and equal the total project cost in the bottom right-hand corner of the grid).

Please round to the nearest hundred dollars.

LIST OF ITEMS IN ORDER OF COMPLETION	FEDERAL SHARE REQUEST	NON-FEDERAL MATCH		TOTAL (ADD EACH ROW)
		Applicant Budget	Donation	
1. Right of Way Acquisition	\$	\$	\$	\$
2. Labor / Construction	\$	\$	\$	\$
3. Utility Relocation	\$	\$	\$	\$
4. Materials	\$	\$	\$	\$
5. Design/Preliminary Engineering (No more than 10% of items 2-4 above)	\$	\$	\$	\$
6. Construction Engineering (No more than 15% of items 2-4 above)	\$	\$	\$	\$
7. Construction Contingency (No more than 10% of items 2-4 above)	\$	\$	\$	\$
TOTALS (Add each column)	\$ [Box 1]	\$	\$	\$ [Box 2]

To determine applicant federal share request:

$$\frac{\text{BOX 1}}{\text{BOX 2}} = \text{_____} \times 100\% = \text{_____} \% \text{ (80\% maximum)}$$

Note: Please attach an additional sheet detailing the costs described above. If applicable, describe all local groups/agencies that will complete work as part of the applicant's plan (must be pre-approved).

Name and title of individual who prepared the cost estimates for this project:

Printed Name of Preparer Preparer's Title Phone Number

Preparer's Signature Date

ADDITIONAL INFORMATION: *In the cost estimate section of the application, several categories have been set up in which to enter information pertaining to the project. Most project costs will fall into these categories.*

Try to break down the project costs into the specific cost categories. For example, “\$80,000 for landscaping” without stating how much is for materials, labor or equipment is not acceptable. If information submitted in a proposal is unclear, the application may not be scored correctly.

Design and preliminary engineering costs are allowable, but they are limited to no more than 10 percent of the utility relocation, materials, labor and construction costs. Contingencies are allowable on construction costs only and are limited to no more than 10 percent of the utility relocation, materials, labor and construction costs. Construction engineering costs are allowable for construction costs only and are limited to no more than 15 percent of the utility relocation, materials, labor and construction costs.

Attach one additional sheet that details the costs. Remember the transportation enhancement funding is a reimbursement program, so the applicant must have funding available for the non-federal match and the federal share. Be sure to indicate the specific source(s) for the applicant’s non-federal match. Non-federal match may come from private fund donations, city or county funds, force account or in-kind services. Force account or in-kind services must be pre-approved. Describe any additional funds that will be used if the project cost exceeds those estimated in the general cost-estimate. The person who prepared the cost-estimate must sign in the space provided at the bottom of the page.

G. SAFETY IMPACTS - (15 points)

Describe the impact and effectiveness of the project, in terms of how it will improve safety. Please describe any current safety issues and how project will address those issues. Provide any statistical data that can back up the claim of “safety issues”.

H. RELATIONSHIP TO SURFACE TRANSPORTATION - (15 points)

This Section relates to the category groups listed in Section D of this application (See page 13). Describe how your project, regardless of the category, provides connectivity and/or relationship to surface transportation. Please describe for a bike/pedestrian facility the origin and termini along with the key facilities along the route, or describe how the proposed project is related to transportation systems. Additional aspects to consider include, but are not limited to, filling network gaps, accommodating the appropriate level of transportation use, providing access to specific destinations, eliminating transportation barriers and providing a viable alternative to motorized travel. Describe how the project will meet the need(s) identified by the applicant.

I. LONG-RANGE PLAN - (5 points)

How does the proposed project coordinate with existing local, regional or statewide long-range plans? Is it a project that has support from your Regional Planning Commission?

J. LAND RIGHTS – (5 points)

Is right of way required? If so, what percentage of easements are currently acquired? Discuss if proposing to utilize MoDOT right of way. Remember, if utilizing MoDOT's property, prior approval must be given from NE District office personnel before application is submitted.

K. COMMUNITY IMPACT - (10 points)

Describe the quality of the project concept in terms of the benefits it provides, how it complements existing efforts and the overall feasibility of the long-term goal(s) of the project. Examples include connectivity, tourism and safe routes to school. Describe the support the sponsor has garnered from key stakeholders in this project. Describe their feelings or, preferable, include letters of support. Describe any anticipated opposition to the project and how that opposition will be addressed (including impacted property owners).

L. APPLICANT EXPERIENCE – (5 points)

Briefly describe the agency's ability to manage state or federal grant funding, including but not limited to Transportation Enhancement funds.

M. APPLICATION CLARITY AND COMPLETENESS – (5 points)

The application may be given up to five points for its overall clarity and how complete the application and cost estimate are. A good application does not need to be lengthy. A clear, concise application will also reduce the potential for confusion.

N. DISCRETIONARY – (10 points)

The application may be given up to ten additional points at the discretion of the District Transportation Enhancement Steering Committee. It will consider factors that indicate the local commitment for the project, the local impact of the project and the project's overall benefit. Some of the points awarded for this category will be based on the committee's personal knowledge of the project and the project's sponsor.

O. LONG-TERM MAINTENANCE

What governmental entity will be responsible for the short- and long-term project maintenance? Identify all maintenance participation and the source of funds supporting long-term maintenance. Will the project sponsor be able to maintain the project for a minimum of 25 years? Yes ☐ No ☐

Complete the following maintenance activity table:

Maintenance Task	Task Cost	Frequency	Annual Cost
1.	\$		\$ 0
2.	\$		\$ 0
3.	\$		\$ 0
4.	\$		\$ 0
5.	\$		\$ 0
TOTAL ANNUAL MAINTENANCE COST			\$ 0

EXAMPLE

Maintenance Task	Task Cost	Frequency	Annual Cost
1. Sweep trail	\$ 300	Monthly, May-Oct.	\$ 1,800
2. Mow grounds	\$ 550	Weekly, May-Oct.	\$13,200
3. Empty trash containers	\$ 100	Twice weekly	\$ 5,200
4. Tree trimming	\$ 450	Once per year	\$ 450
5. Plant native species	\$2,000	Once per year	\$ 2,000
TOTAL ANNUAL MAINTENANCE COST			\$22,650

P. ENVIRONMENTAL AND CULTURAL RESOURCE CONSIDERATIONS

If the project involves any of the following natural or cultural items, the applicant may, after project approval, be required to obtain specific permits and clearance forms to ensure compliance with local, state and federal requirements. This list may not be all-inclusive.

Will the project involve:

- | | | |
|--|------------------------------|-----------------------------|
| ➤ Historic buildings or archeological sites? | ☐ Yes | ☐ No |
| ➤ Existing parks and recreation areas? | ☐ Yes | ☐ No |
| ➤ Designated or undesignated wetlands and/or swamps? | ☐ Yes | ☐ No |
| ➤ Creeks or rivers? | ☐ Yes | ☐ No |
| ➤ Stream straightening and/or crossing? | ☐ Yes | ☐ No |
| ➤ Lakes or ponds? | ☐ Yes | ☐ No |
| ➤ Known hazardous materials and/or waste? | ☐ Yes | ☐ No |
| ➤ Floodplains? | ☐ Yes | ☐ No |

For all “yes” answers, explain any preventative measures the applicant will take to avoid negative impacts during or after the implementation of the project.

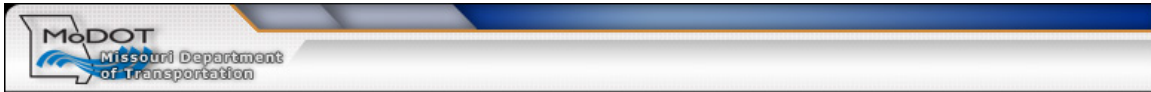
***ADDITIONAL INFORMATION:** It is the project sponsor’s responsibility to be aware of all necessary permits and clearances required prior to project approval. While the project is in the planning stage, make an assessment of potential negative impacts the project may have to the area. Although the applicant may not start the permit/clearance process until after receiving approval to begin design, there are preventative and/or corrective measures that can be taken to avoid negative environmental or cultural resource impacts to the project area.*

For all “yes” boxes checked on the application form under this section, describe what steps applicant will take to avoid negatively impacting the applicant’s project location. If the applicant answered “no” to all the questions under this section, describe other ways the applicant plans to mitigate the negative impacts at the project location.

Examples of preventative and corrective measures include, but are not limited to, rehabilitation of a disturbed area using native plant species, creation of wildlife food plots to minimize vehicle-caused wildlife mortality, stream bank stabilization (when connected in some way to surface transportation), controlled public access to certain sensitive environments, scheduled clean-ups throughout the project to prevent the spread of pollution or damage to the work area, and providing for proper drainage to lessen the effects of erosion due to an increase in impermeable surfaces.

PROJECT SCORING AND RATING PHASE

- District committees will meet to review all applications submitted within their district that meet the minimum federal requirements.
- Committees may interview each applicant in their district to gain more insight into the project at their discretion.
- Committees will score the projects within their district according to the approved rating system for the district. Documentation of the committee's rating and selection of projects should be kept at the district in case questions arise.
- Funding will be applied to projects selected by the committees. It is implied that the highest rating projects will be funded; this may not always be the case. The ratings are intended to be a tool for identifying good projects. MoDOT Transportation Planning will need to be copied on alterations to project selection other than based on highest ratings.
- If necessary, the district committees may offer an applicant partial funding for a project. The applicant has the option whether or not to accept the offer.
- When all funding has been distributed, and the MoDOT district leadership concurs with the list of projects, the committees will send a list of funded projects to Transportation Planning.
- Each list of projects will need to provide the following information: project title, project sponsor, project description, total project cost, percent of federal funds applied (80 percent maximum) and the maximum federal funds.



Transportation Enhancement Project Scoring Sheet

Project Sponsor: _____

Project Title: _____

Date Submitted: _____

REQUIRED: Prior to funding Consideration (Check box if met)

- ☐ Local match must be greater than or equal to 20%
- ☐ The project must be available to the public for at least 25 years
- ☐ There must be a direct relationship with surface transportation
- ☐ The local sponsor must be a government agency/responsible for funding the project.
- ☐ The project must meet one or more of the eleven enhancement categories.

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CRITERIA: The Project	Points available	Criteria score
<u>G. SAFETY IMPACTS</u>	15	_____
<u>H. RELATIONSHIP TO SURFACE TRANSPORTATION</u>	15	_____
<u>I. LONG-RANGE PLAN</u>	5	_____
<u>J. LAND RIGHTS</u>	5	_____
<u>K. COMMUNITY IMPACT</u>	10	_____
<u>L. APPLICANT EXPERIENCE</u>	5	_____
<u>M. APPLICATION CLARITY AND COMPLETENESS</u>	5	_____
<u>N. DISCRETIONARY</u>	<u>10</u>	_____
Total points possible	70	
		TOTAL _____

NE DISTRICT CONTACT INFORMATION

Macon Regional Office

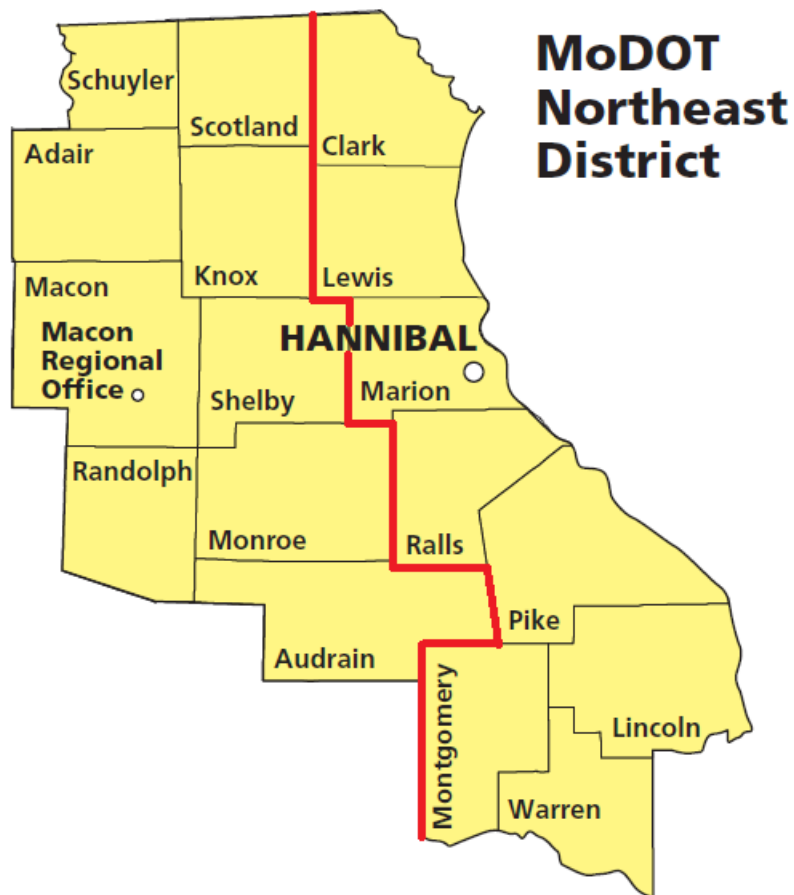
Ron Watts
26826 U.S. Highway 63
Macon, MO 63552
(660) 385-8618
ronald.watts@modot.mo.gov

Northeast District Office

Robert J. Manzke
1067 Highway 61 South
Hannibal, MO 63401
(573) 248-2634
robert.manzke@modot.mo.gov

Western District Counties Represented
(Adair, Audrain, Knox, Macon, Monroe,
Randolph, Schuyler, Shelby and Scotland)

Eastern District Counties Represented
(Clark, Lewis, Marion, Ralls, Pike
Lincoln, Warren and Montgomery)



2012 TE REASONABLE PROGRESS POLICY

Policy and Procedure Issues

POLICY

This is a modified reasonable progress policy for the fiscal year 2012 & 2013 transportation enhancement projects to ensure the State of Missouri is getting the maximum benefit of its federal transportation funds. The policy has two objectives: (1) ensure that federal funds will be programmed for a project within six months of the funds being allocated by MoDOT; (2) ensure that once a project is programmed, it will be awarded by the 2014 construction season.

MPOs or TMAs with a Reasonable Progress Policy in place will be exempt from MoDOT's Reasonable Progress Policy. However, the MPOs or TMAs federal fiscal year ending balance will not be allowed to exceed a total of three years of allocation for that MPO or TMA. Any funds over the three-year allocation will be reprogrammed in the MPO or TMA area at the discretion of MoDOT and the MPO or TMA.

PROCEDURES

The time frames shown represent maximum expected times for implementation approvals and concurrences; schedules will vary depending on project type. Actual progress towards implementation will be measured against the schedule submitted by the entity.

Project Development/Implementation Schedule:

<u>Phase</u>	<u>Maximum Time Frame</u>	<u>Funds Obligated</u>
1. Allocation of Funds	0 Months	No
2. Project Programming ¹	1 Months	No
3. Engineering Services Contract Approval ²	4 Months	Yes
4. Preliminary & Right of Way Plans Submittal	8 Months	No
5. Plans, Specifications & Estimate (PS & E) Submittal	12 Months	No
6. Plans, Specifications & Estimate (PS & E) Approval	14 Months	Yes
7. Construction Contract Award	16 Months	Modified
8. Final Project Closeout ³	Variable	Modified (as needed)

¹ The completion of the Project Programming phase is defined by submitting the approved project's programming data form to MoDOT and the project receiving a federal project number from MoDOT.

² The evaluation of environmental and cultural impacts on the project must begin immediately after Preliminary Engineering (PE) authorization. The LPA must submit [Fig. 136.6.4 LPA Request for Environmental Review \(RER\)](#) to the MoDOT district contact within 60 days of preliminary engineering (PE) authorization for all federal-aid projects as discussed in [EPG 136.6 Environmental and Cultural Requirements](#).

³ The time lapse between construction contract award and project closeout will depend on project type. Final certifications as discussed in [EPG 136.11 Local Public Agency Construction](#) must be submitted to the appropriate [MoDOT district representative](#) 60 days after final inspection.

Verification of Reasonable Progress

For all federal-aid funds, “reasonable progress” shall have been made if a project has been programmed within one year of funding allocation. Verifiable steps toward achieving reasonable progress shall include submittal of all required documents to the appropriate MoDOT district office, entering into an Engineering Services Contract (if retaining outside engineering services) and initiation of the development of preliminary plans.

The development of right of way, utility and railroad plans, if required, should be concurrent with preliminary plan development. The authorization to proceed with right of way negotiations should begin once MoDOT approves right of way plans. The award of the construction contract should occur no later than six months after the plans, specifications and estimate approval.

Policy Enforcement

If a project falls three months behind schedule at any point in its development, without a written explanation provided by the LPA and approved by MoDOT, the LPA and/or MPO will be contacted by MoDOT requesting information as to the cause of the delays. A letter will notify the LPA of the schedule lapse and the possible implications of further delays. The LPA and/or MPO will be required to reply in writing within 30 days of the letter date as to the project status and provide a revised timeline for the project. The LPA will be allowed to reschedule a project one time after MoDOT has programmed a project. Any shifts in subsequent phases of a project caused by that rescheduling (if identified at the time of the rescheduling) will not be considered a separate change.

If a project falls three months behind the Project Development/Implementation Schedule at any phase, MoDOT will notify the LPA and/or MPO of the schedule lapse by letter. The notification will serve as a final notice, giving the LPA an opportunity to respond to the situation before MoDOT takes action. Information about the project will be submitted to MoDOT within 30 days of the letter date. The information will include:

1. Project status,
2. Current phase of project implementation, and
3. Funds obligated and spent on the project.

Actions taken by MoDOT may include removal of the project, which, per federal requirements, would require the LPA to repay any federal funds spent on the project. The MPO and MoDOT will make the ultimate decision regarding the disposition of each project.

It is not the responsibility of MoDOT to keep the LPA informed as to the status of the project. The LPA will keep MoDOT informed as to any delays and/or unforeseen conditions that may hinder the project’s progress. Failure to provide the required documentation will cause the project to be withdrawn and the funds redistributed at the discretion of MoDOT or the MPO. Federal regulations require the LPA to repay any federal funds spent on a cancelled project. The LPA would be required to repay these funds prior to the programming of any future projects. In addition, LPAs failing to fulfill the obligations as stated in the contract agreement or showing reasonable progress for any project will not be allowed to request future project funds for a minimum period of one year, and then only with the approval of MoDOT.